



Village of Indian Head Park
201 Acacia Drive
Indian Head Park, IL 60525
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IHP Building Department Review Submittal Checklist

For New Residential Construction, Residential Addition, or Change in Grade:

- ☐ 3 Bound sets of Engineering Plans
- ☐ 3 Plats of Survey (that are NOT altered in size and indicate ALL current conditions)
- ☐ 3 Site Plans (could be separate or part of either or both Engineering and Architectural Plan Sets)
- ☐ 3 Bound Sets of Architectural (Building) Plans
- ☐ 3 bound sets of any additional/necessary Structural Engineer Plans, Truss Shop Drawings, Manufacturer's Specifications, etc.
- ☐ 3 bound sets of Fire Sprinkler/Alarm Shop Drawings (for new construction or existing with sprinklers)

For Deck, Balcony, or Generator - A/C - Furnace:

- ☐ 3 Plats of Survey (that are NOT altered in size and indicate ALL current conditions)
- ☐ 3 Site Plans (could be separate or part of Architectural Plan Sets)
- ☐ 3 Bound Sets of Architectural (Building) Plans
- ☐ 3 bound sets of any additional/necessary Structural Engineer Plans, Truss Shop Drawings, Manufacturer's Specifications, etc.

For Interior Remodel or Electric Service Upgrade:

- ☐ 3 Bound Sets of Architectural (Building) Plans
- ☐ 3 bound sets of any additional/necessary Structural Engineer Plans, Truss Shop Drawings, Manufacturer's Specifications, etc.

NOTE: For Electric Service Upgrade, 3 sets of a written scope of work may be acceptable if clear and comprehensive enough to indicate ALL proposed work. A proposal should accompany the submittal for review.